

A.8

Afghan Inkishaafee Tarbaiwee Markaz – AITM

Coordination and Cooperation Course

Objectives:

At the end of the course participants will be able to:

1. Understand concepts of coordination and cooperation.
2. Build the team for cooperation.
3. Build coordination in different levels.

Contents of the course:

- What is coordination.
- Planning for coordination.
- Ways to assist coordination.
- Practical steps in coordination.
- Types and level of coordination.
- Challenges facing the NGOs community.
- Functions and roles of the NGOs coordinating bodies.
- Communication for cooperation and coordination.
- Team building exercise.
- Coordination and cooperation exercise.
- Coordination and cooperation finding sources.
- Emergency and post conflict situation.
- Successful coordination.
- Group cooperation.

- Training Skills



A.9

Afghan Inkishaafee Tarbaiwee Markaz – AITM

Warehouse Management Course

Objectives:

At the end of the course participants will be able to:

- manage the store in a proper manner
- timely deliver needed items to the destination in an efficient way
- effectively ensure the health physical status from any type of damages

Contents of the course:

- Commodities handling and storage
- Delivery of goods and record keeping
- Packing and labeling
- Team building
- Decision making skills
- Monitoring and inspection of commodities
- The participants problems and suggestion

B.1

AFGHAN INKISHAAFEE TARBIAWEE MARKAZ
AITM

TRAINING OF TRAINERS COURSE

INTRODUCTION:

The TOT course provides an opportunity to participants to learn and practice more relevant and efficient training methods. It also provides them with basic skills and knowledge on planning and using curricula and supervising trainees once trained. The course gives an opportunity to practice new skills. It uses a student-centered approach with the emphasis on learning rather than teaching. Teaching practice is also included in the course. The aim is to encourage innovative, effective, student-centered training techniques.

RECOMMENDED FOR:

The TOT course is recommended for those Afghans who are training or planning to train others.

OBJECTIVES:

At the end of the course, participants will be able to :

1. Recognize and use appropriate teaching methods.
2. Create session objectives, which are specific, measurable and relevant.
3. Prepare, organize and effectively use teaching aids.
4. Analyze and plan teaching topics.
5. Recognize different trainers' and implement it.
6. Plan, implement and lead a teaching session effectively.
7. Use appropriate ways of motivating students to learn.
8. Recognize and use different ways of communicating.
9. Prepare and lead opportunities for participants to practice what they have learnt in a realistic context.
10. Assess participants and feed back to them effectively.
11. Supervise their own students at work.

LIST OF SUBJECTS:

- What is training
- Task analysis
- The role of the teacher
- Group work methods
- Lecture methods
- Snowballing methods
- Discussion methods
- Motivation
- Brainstorming methods
- Demonstration methods.
- Case study.
- Communication skills
- Story-telling methods
- Role play methods
- Lesson planning
- Teaching aids
- Follow-up and evaluation
- Assessment methods
- Task analysis
- Micro-teaching & presentation skills (One Video)

Extension skills

B.2

AFGHAN INKISHAAFEE TARBIAWEE MARKAZ
AITM

CURRICULUME DESIGN COURSE

INTRODUCTION:

The Designing course is a 2-week course, covering the analysis of training needs and the planning of appropriate training. It also looks at alternatives to training and the role of the training if the development of the organization. By the end of the curse, participants will be able to design appropriate curricula with limited supervision.

The course is based on case study and practical simulation exercises, supported by input sessions.

RECOMMENDED FOR :

Experienced trainers who will be involved in course design, needs analysis or training policy.

OBJECTIVE :

By the end of the course participants will be able to :

- Identify and analyze training needs.
- Follow-up the necessary steps in designing a curriculum.
- Use their abilities in designing a proper course.
- Provide proper evaluation and monitoring system for designed curriculum.

LIST OF SUBJECTS :

- Self – evaluation.
- Learning styles and trainer roles.
- Creative thinking: lateral and vertical thinking.
- Problem analysis.
- Types of training program.
- Job descriptions.
- Job task analysis.
- Interviewing mangers.
- Trainee profiles.
- Training needs analysis.
- Selecting modes of training.
- Setting course objectives.
- Curriculums design and time tabling.
- Finding out if training has worked: relevant aspects of assessment, monitoring, evaluation and follow-up
- Session objectives and planning.

C.1

AFGHAN INKISHAAFEE TARBIAWEE MARKAZ
AITM

EXTENSION WORKER SKILLS COURSE

RECOMMENDED FOR:

The Extension Worker Skills course is recommended for all those involved in extension work, and in passing on lessons or help to people in their village.

OBJECTIVES:

At the end of the course, participants will be able to :

1. Organize their work in the field.
2. Prepare a plan and recording format for extension visits.
3. Know where to get the support necessary for extension work.
4. Learn the right ways of dealing with villagers.
5. Communicate effectively with villager.
6. Recognize and prioritize villager problems.
7. Use cultural and religious arguments to support their messages.
8. Improve health, agricultural and techniques traditions.
9. Use effective ways of transferring skills and knowledge.
10. Follow-up the message and skills which they have passed on.

LIST OF SUBJECTS:

- Decision making skills.
- Question and answer skills.
- Support for extension visitors.
- Dealing with others.
- Religious and cultural quotation.
- Planning extension visits and recording.
- Observation techniques.
- Follow-up.
- Organizing field works.
- Demonstration as a method.

C.2

AFGHAN INKISHAAFEE TARBIAWEE MARKAZ AITM

MOTIVATION COMMUNITY MOBILIZATION COURSE

INTRODUCTION:

The course in community participation is designed to enable participants to understand the concepts of community participation in development programs. The course will help participants to work with Afghan communities, to understand their needs, to develop ways of motivating them to participate in community programs, and find ways of monitoring them once they start. It should encourage better and fuller communication between field worker and community. The course will emphasize a student-centered approach for learning. Participants have the opportunity to participate in group work, role plays and individual work.

RECOMMENDED FOR:

Professionals of all categories working with refugee or cross-border village-level community and extension programs are recommended to attend the course.

OBJECTIVES:

At the end of the course, participants will be able to :

1. Identify the characteristics of communities and the sources of decision-making in them.
2. Assist communities to analyze and prioritize their needs and problems, and find out suitable ways of solving them.
3. Establish good relations and effectively deal and communicate with the community.
4. Organize and facilitate discussion and debates in the community.
5. Motivate the community effectively to become involved in community programs and to mobilize their resources.

LIST OF SUBJECTS :

- What is the community? structure, decision-making sources.
- Needs analysis.
- Community participation in decision-making, planning, implementation and evaluation.
- Community motivation.
- Factors effecting community motivation needs, attitude, interest, rewards accountability.
- Social, technical and financial obstacles to community mobilization.
- Communicating with the community – observe, listen and learn ; structure, values, beliefs and customs; resources; education.
- Talking, discussions and decision-making.
- Good community relation.
- Mobilizing community resources – vulnerabilities, resources, and capacities.
- Communication skills – methods; effective speaking and listening; negative factors.
- Problem solving; preventing, diagnosing, analyzing.
- Interpersonal skills – types and effects.
- Participation techniques – preparation, discussion-leading, motivation for participation.

C.3

AFGHAN INKISHAAFEE TARBIAWEE MARKAZ
AITM

SURVEY AND SAMPLING COURSE

RECOMMENDED FOR:

Who have to gather information, estimate and forecast data, present information, use basic mathematical techniques and conduct surveys.

OBJECTIVES:

At the end of the course, participants will be bale to:

1. Know what sort of information to collect in a survey and where to find it.
2. Effectively use random, structured +group sampling methods for the collection of accurate survey data.
3. Use appropriate techniques of information collection.
4. Present information in the form of clear + understandable narrative tables and charts.

LIST OF SUBECTS:

- Aims and importance of surveys.
- Different kinds of data and information.
- Sources of information.
- The qualities of the surveyor.
- Questioning and listening skills.
- Data collection.
- Survey and sampling theory.
- Random sampling.
- Group sampling.
- Structured sampling.
- Observation techniques.
- Measurement.
- Statistics.
- Flow of information.
- Interview.
- Presentation of result.



C.4

AFGHAN INKISHAAFEE TARBIAWEE MARKAZ
AITM

PARTICIPATORY RURAL APPRAISAL (PRA) COURSE

INTORDUCTION:

The PRA course provides an opportunity to participants to learn and practice more relevant and efficient tools and techniques, it also provides them with basic skills and knowledge on planning and using techniques in the field.

The course gives an opportunity to the participants to practice and develop new skills. It uses a participants-centered approach with the emphasis on learning. Practical learning is also included in the course, and the participants will be able to analyze and present the results of fieldwork and activities as a report.

OBJECTIVES:

At the end of the course participants will be able to :

1. Understand concept and principle of PRA.
2. Use appropriate tools and techniques of PRA.
3. Prepare plan and organize PRA.
4. Practice and carry out PRA in the field.
5. Prepare report and present result of PRA.

LIST OF CONTENTS:

I. Introduction:

- Welcome
- Warm up and introduction of participants.
- Expectations and objectives of the training.
- Explanation of the timetable and agenda.

II. Principle of PRA:

- What is PRA
- Background and history of PRA
- Concept of participation.
- Structures of PRA
- Introduction of PRA tools and techniques.
- PRA and the project cycle.

III. Tools and Techniques in PRA Training:

- Review of secondary source.
- Direct observation.
- Semi-structured interviewing.
- Group discussion.
- Ranking.
- Preference.
- Options assessment chart.
- Voting.
- Construction of diagram.

IV. Diagrams:

- Maps
- Moddling.
- Transects
- Seasonal Calendar.
- Time trends.
- Historical profile.
- Daily routine diagrams.
- Livelihood analysis.
- Venn diagrams.

V. Writing Report:

VI. Planning for PRA:

- Setting goals and clear objectives.
- Designing a research plan.

VII. Field Work:

- Guideline for field work.
- Practice and carry out fieldwork.
- Final analysis and preparation of result of PRA.
- Writing the PRA report.
- Presentation of result of PRA.

VIII. Evaluation of the PRA Training:

C5

AFGHAN INKISHAAFEE TARBIAWEE MARKAZ - AITM

Gender Training

Objectives:

At the end of the course participants will be able to:

7. Know the meaning and terminology of Gender.
8. Identify the role activity and needs of gender & consider it in the process of development.
9. Learn the role of gender from the point of view of Islam and world.
10. Understand the responsibilities and rights of men and women.

Content of Gender Course:

- What is gender?
- Concepts related gender.
- Understanding gender issues.
- Analyzing of gender.
- Why gender is a development issues.
- Gender roles and needs.
- Woman and man's roles and activities.
- The effects of men and women on one another.
- Gender & development + Policy approaches to women involvement in development.
- Diamond ranking + Power and empowerment.
- Finding the balance between men and women.
- Women in the world.
- Women in our country.
- Human rights resolution.
- Women and men's rights according to Islam.

A.1

AFGHAN INKISHAAFEE TARBIAWEE MARKAZ
AITM
PROGRAM MANAGEMENT COURSE

RECOMMENDED FOR:

The course in Program Management is recommended for those who are managing or supervising others. The course accepts candidates from a variety of disciplines such as Agriculture, Health, Veterinary studies, Construction, Welfare and Education.

OBJECTIVES:

At the end of the course, participants will be able to:

1. Know the different cultures of organization and adapt themselves to the culture of their own organization.
2. Prepare the right structure for an organization + establish the right relationship between staff members.
3. Organize, implement and evaluate a work plan.
4. Better organize himself, his work space, files and documents.
5. Communicate with + lead others effectively.
6. Motivate personnel to work better.
7. Organize, lead + delegate to staff effectively.
8. Prioritize problems and make decisions for their effective solution.
9. Introduce effectively innovation and changes.
10. Prepare appropriate information about work.
11. Follow-up + supervise subordinates work appropriately.

LIST OF SUBJECTS :

- Understanding organizational culture.
- Principles of management.
- Group-work.
- Interpersonal skills.
- Designing forms and keeping records.
- Authority, responsibility and accountability.
- Delegation of responsibility.
- Organizing yourself.
- Communication skills.
- Problem solving and preventing.
- Organizational change.
- Report writing.
- Decision making.
- Meetings.
- Leadership.
- Motivation.
- Supervision and follow-up.
- Employee compliance.



C.6

Afghan Inkishaafee Tarbaiwee Markaz – AITM

Village Organization Leadership Course

Goal: To develop efficacious leading authorities of village organization leadership in order to become relying on oneself.

Objectives:

At the end of the course the participants will be able to:

1. Understand the duties and responsibilities of village organization and to communicate or convey them to the organization members.
2. Understand their role as the leadership of village organization and to put it in practice for development of society.
3. Create good relations with the partner organizations for development of society.
4. Persuade and encourage people and village organization members to bring in to mobilize their own resources.
5. Conduct meetings effectively and make suitable decisions in the context.
6. As a leadership of village organization bring up effective system.

List of Contents:

1. Village organization.
2. Village organization leadership.
3. Conducting meetings.
4. Decision making skills.
5. Partnership.
6. Mobilizing community resources
7. Accountability of village organization.



C.7

Afghan Inkishaafee Tarbaiwee Markaz – AITM

Micro Credit and Enterprises Course

List of Subjects:

- New Age and Economical Development.
- Characteristics of Developing Countries.
- Economic Development Plans.
- Economical Assistance to Developing Countries.
- Trikle Down Effect.
- Important and need of Micro Credit.
- Theory of Micro-Credit.
- Rules and Regulation.
- Micro Credit.
- Model of Micro Credit in Afghanistan.
- Micro Credit System.
- Baitul Mal.
- Sustainability of Baital Mal.
- What is Sustainability.
- Islamic Economics.
- Loan in Islam.
- Interest (Marabiha).
- By Salam.
- Exploitation.
- Loan.
- Loan for Rural
- Need for Loan
- Micro Credit.
- Making Capital
- What is Micro Credit?

Health

C.8

AFGHAN INKISHAAFEE TARBIAWEE MARKAZ
AITM

AGRICULTRAL MEASUREMENT AND CALCULATION COURSE

RECOMMENDED FOR:

Staff working at fields level who need to gather, interpret and present agriculture data for project analysis or planning.

OBJECTIVES:

At the end of the course, participants will be able to :

1. Measure and calculate density, volume, weight and using basic mathematics and units.
2. Take samples and effectively use them for calculating yields, storage and other needs.
3. Collect information from the field and beneficiaries, and effectively record it.
4. Analysis and present information in the form of reports, graphs and simple charts.

LIST OF SUBJECTS:

- Pre-test and review.
- Sampling principles, exercises and techniques.
- Types of data.
- Observation skills.
- Fractions and decimals.
- Units and conversion.
- Proportions.
- Averages.
- Percentages.
- Density and area.
- Seed and fertilizer needs.
- Village yields.
- Rounding off, volume and weight.
- Report writing.
- Interview techniques.
- Case study.

D.1

AFGHAN INKISHAAFEE TARBIAWEE MARKAZ – AITM

PRIMARY HEATLH CARE (PHC) COURSE

LIST OF SUBJECTS :

1. Primary Health Care.
2. Health Education.
3. Role of Health Teacher.
4. Communication skills.
5. Motivation.
6. Religious and culture quotation.
7. Task analysis.
8. Importance of preventative health cares.
9. Microbes.
10. Pathways of diseases.
11. Vaccination.
12. Polio.
13. Tuberculosis.
14. Tetanus.
15. Diphtheria.
16. Measles.
17. Whooping cough.
18. Diarrhea.
19. Dehydration.
20. ORS – WSS.
21. Worms.
22. Malaria.
23. Nutrition.
24. Malnutrition.
25. Respiratory diseases.
26. Eye infection.
27. Skin infection.
28. Sanitation.
29. Personal hygiene.
30. Water, food and environment hygiene.

D.2

Afghan Inkishaafee Tarbaiwee Markaz – AITM

Health Education Program

1. The Role of Female Activist (FA)

- Home visit.
- Motivate pregnant women to attend the BHU.
- Act as health educator and motivator.
- Mange and advice on common conditions.
- Share her new skills and knowledge with women.

2. The Role of F.H.C (Female Health Coordinator)

- Supervision FA.
- Support. Advised and assist the FA.
- Assist with the re-supply of equipment to the FA.

3. Motivation of Community:

- Definition of motivation.
- Factors of motivation.
- Steps of motivation.

4. Home Visit:

- Traditional health beliefs.
- Microbes cause any sicknesses.
- How to protect our bodies from being attacked by microbes.

5. Hand Wash:

- Important of hand washes.
- Important time for hand wash.
- How to should hand wash?

6. House Hold Cleanliness:

- Food protection.
- Water protection.
- Rubbish disposal.
- Stool disposal.



7. Tetanus:

- How tetanus is caused.
- Traditional beliefs about tetanus.
- The signs of tetanus.
- The protection against tetanus.

8. Vaccination:

- Important of vaccination.
- Time of should be vaccinated.
- The diseases of that vaccination protect.

9. Diarrhea:

- Introduction to diarrhea.
- Home management to diarrhea.
- The danger signs of diarrhea.
- How to prevent the further episode of diarrhea.
- Role of the F.A in the home treatment of diarrhea.

10. Tuberculosis:

- Signs of T.B.
- Treatment of T.B
- Spreading of T.B.
- Preventing against T.B

11. Dental Care:

- Important of good teeth.
- Cause of tooth decay.
- How to prevent tooth decay.
- How to clean your teeth.

12. Drug Abuse:

- Dangers of addiction.
- Dangers (smoking).
- Opium and heroin (Poweder) the dangerous addiction substance.
- Two to prevent addiction.

13. Main awareness:

14. First Aid:

- Treatment of bleeding
- Treatment of burn
- Treatment skin wounds.



15. Decision Making:

- What is decision making
- Types of decision making
- Steps of decision making

16. Malaria:

- Sign of malaria
- Cause of malaria
- Treatment of malaria
- Preventing against malaria

17. Communication:

- What is communication
- Part of communication
- Types of communication
- Main points of consider in communication skill

18. Supervision:

- What is supervision
- Why is supervision necessary
- How can supervision be performed

19. Interpersonal Skills:

- What is interpersonal skill.
- Types of interpersonal skill

20. Story Telling:

- What is story telling
- How can a story be made
- What are the benefit of story
- What are the limitations of story

21. Discussion:

- What is discussion
- Benefit of discussion
- When do we use discussion
- How can discussion become effective
- How to use discussion

22. Demonstration:

- What is demonstration
- How can demonstration be performed
- What is the benefit of demonstration
- What is the limitation of demonstration

23. Role Play:

- What is role play
- How to performed role play
- The advantages of role play

24. Group Work:

- What is group work
- What are benefits of group work
- What is harmful to group work
- What is the responsibility of each member
- What are the needs of group work

25. Question and Answers:

- Types of question answer
- How to use Q.A
- Listening skills in Q.A

26. Lesson Plan:

- What is a lesson plan
- What are the benefits f the lesson plan
- What are the steps of the lesson plan
- What is a method of plan making

27. Assessment:

- Definition
- Why to assess
- Effective assessment
- Types of assessment

28. Helping Disabled People:

- Ways of helping disabled people
- Checking all children for disabilities
- Advising the community on how to help disabled people

Importance of Health Education:

1. Health education consists at any part of primary health care circle and the purpose of health education is to protect the community from circumstances " caused disease and illness".

2. Health education helps the people to improves their daily habits to develop social and environmental health

3. Health education makes the people enable and self-believed, therefore, their health condition will be improved any they may not need to go to the doctor for the treatment.

4. Health education gives the knowledge to the people when the doctor service is need. And the people of community should learn the behavior and habits that enable them to maintain a healthful life and help them to decide that what their environment provide for them.

5. Health education provides the information for the changing of the behavior and character of people, which causes healthful life.

6. Health education provides the information's which enable the people to change the health situation and keep them happy and healthy.

7. Health education also encourage the positive side of usage local and cultural medicines and meanwhile, those stories and novelettes which are injurious for health, rejected. For example in Afghan culture sometimes the old experienced women (called Daya) give birth to the pregnant women in common sense the dirt on cut novel could easy pass with new born babies. However, health education does not refuse boring of new babes at home because this may provide possible danger. In this occasion understanding of mothers is very necessary to be accustomed with the usage of equipment's to be sterilized and keep the novel clean, for the encouragement of positive habits and reject the negative which causes danger result for the life of child is necessary.

8. Health education should convert or change the wrong and negative habits, morals, costumes, attitude and understanding of people.

D.3

AFGHAN INKISHAAFEE TARBIAWEE MARKAZ - AITM

FIRST AID COURSE

OBJECTIVES:

By the end of the course participants will be able to:

1. Understand First Aid and it's importance.
2. Understand and use steps to be taken during First Aid.
3. In emergency situation provide First Aid treatment.
4. Prevent accidents, injury and sudden illness by teaching and passing First Aid messages to community.

LIST OF SUBJECTS:

- Concepts of First Aid.
- Checkup of patient.
- Bandage.
- Burn.
- Control of bleeding.
- Broke bones.
- Wounds.
- Shock.
- Artificial respiration.
- Poisoning.
- Temperature.
- Diarrhea.
- Eye problem and treatment.
- Preventing accident.
- Snakebite + Dog bite.

A.2

AFGHAN INKISHAAFEE TARBIAWEE MARKAZ
AITM

MONITORING AND EVALUATION COURSE

INTRODUCTION :

By the help of DAI, IRC, VITA and Care International , the Unit intended to design a Monitoring course for the NGOs' field monitors. To better respond to this need the Unit held joint workshops with the above mentioned organizations on the 5th and 9th of June and on 22nd July 1992. It was attempted to design the course on a practical basis rather than theoretical. The participants of the workshops drafted the course for two weeks.

The course is based on case-studies and practical work, supported by input and feed back sessions.

RECOMMENDED FOR :

This course is recommended for those Afghans who are working at field level, cross-border or Afghan refugee camps, and who need to collect, organize, monitor and evaluate the projects and present project data for program analysis or planning.

OBJECTIVES :

At the end of the course participants will be able to :

1. Realize their own strengths and weakness in the field of monitoring.
2. Understanding wider concepts of monitoring.
3. Identify different methods of data collection.
4. Learn how to make a plan for data collection.
5. Collect, analyze, record and present the necessary data relevant to the project.
6. Know how they can work effectively in a team.
7. Evaluate and monitor the projects activity and procedures.
8. Find out the impact of the projects.

LIST OF SUBJECTS :

- Needs assessment.
- What is monitoring.
- Terminology of monitoring.
- Data collection.
- Observation skills.
- Interviewing skills.
- Staff monitoring.
- Activity planning.
- Map reading and sketching skills.
- Report writing.
- Sampling techniques.
- Result presentation techniques.
- Data summarizing techniques.
- Project evaluation.
- Types of evaluation and project cycle.
- Team building exercise.
- Questioning and answering skills.
- Impact monitoring and evaluation.
- Communication skills.



AFGHAN INKISHAAFEE TARBIAWEE MARKAZ – AITM

A.3

Project Planning and Proposal Writing Course

INTRODUCTION:

The course in program planning and project proposal writing is designed to enable the participants to plan programs properly. Plan is the rout to an objectives. If an organization is to achieve the objectives it has set, then clearly it must plan courses of action that will enable it to attain these goals.
The intensive courses on " How to prepare Project Proposal " is designed to develop specific skills to prepare project proposals that provide the necessary analysis and justification in an objective, clear and convincing manner.

OBJECTIVES :

At the end of the course, the participants will be able to :

1. Understand the concepts of planning.
2. Prepare plans.
3. Understand the essential components and features of a project proposal.
4. Learn how to match the proposal with requirements of sponsoring or funding agency.
5. Learn how to prepare a convincing justification.
6. Learn techniques of economic and social benefits cost analysis.
7. Understand the process of projecting financial implications and preparing budget.
8. Learn how to make the presentation of project proposals attractive and effective.

COTENTS OF THE COURSE :

- Concepts of planning.
- Identifying possibilities.
- Preparing plans.
- Proposals writing process.
- Essential elements of a project proposal.
- Characteristics of a good proposal.
- Avoiding mistakes in preparing a proposal.
- Determining project feature and scopes.
- Generating and interpreting ideas.
- Relating projects to policies and programs.
- Integrating proposals with acceptance requirements.
- Forecasting and budgeting.
- Financial and budgeting.
- Financial analysis.
- Standard proposals formats of Donor agencies.
- Layout, format and presentation of the proposals.
- Preparation of participants for projects presentation.

A.4

AFGHAN INKISHAAFEE TARBIAWEE MARKAZ AITM

REPORT WRITING COURSE

INTRODUCTION:

The course in Report Writing is recommended for those who are working in programs as managers, supervisors and extension workers.
The course accepts candidates from a verity of disciplines such as : Agriculture, Education, Health, Veterinary, Construction, Welfare etc.

OBJECTIVES :

At the end of the course participants will be able to :

1. Make plan for report writing.
2. Consider the steps and structure of the report writing.
3. Write and present the report practically.

CONTENTS OF THE COURSE :

The contents of the course is as follows:

- Report writing.
- Steps of report writing.
- Planning for report writing.
- Structure of report writing.
- Preparation for presentation.
- Presentation and feedback.

A.5

Afghan Inkishaafee Tarbaiwee Markaz – AITM

Leadership and Team Building Course

Objectives:

At the end of the course participants will be able to:

- Identify their leadership styles and adopt it according to the subordinates.
- Identify their roles in a team and recognize subordinates' roles for building a team.
- Understand various skills.

Subjects:

- Leadership.
- Communication Skills.
- Team Building.
- Decision Making.
- Problem Solving and Preventing.
- Setting Objectives.

A.6

AFGHAN INKISHAAFEE TARBIAWEE MARKAZ AITM

BUSINESS / MARKETING COURSE

RECOMMENDED FOR:

This course is recommended for those who are managing, supervising, consulting or running small business or income-generation project.

OBJECTIVES :

The overall aim of the course is to enable the participants to manage and run small business effectively.

Individual objectives effectively.

At the end of the course participants will be able to :

1. Apply the budgeting concepts to the field of business,
2. Analyze and record the business data,
3. Design and implement, marketing research and sales plan,
4. Communicate with others effectively,
5. Deal with others reasonably,
6. Recognize and prioritize problems and make decisions for their effective solution,
7. Understand the facts and principles of a cooperative system,
8. Know the importation rule and regulation for a business companies,

LIST OF SUBJECTS :

- What is business
- Business objectives
- Skills factors and a business
- Financial planning
- Budgeting
- The cash book
- Giving credit and debtors record
- Expense record
- Bank and business
- Profit and loss
- Balance sheet
- Break even-point
- Costs and ways to reduce
- Pricing
- Value in the market
- Marketing plan
- Market forecasting techniques
- Effective sales management.
- Effective marketing management.
- Effective communication skills
- Effective negotiation skills
- Dealing with clients
- Effective business advertisement
- Problem solving
- Importation.
- Cooperative

A.7

Afghan Inkishaafee Tarbiawee Markaz – AITM

Basic Account Course

Objectives:

At the end of the training course participants will be able to:

1. Understand concepts and convention of accounting.
2. Know terminology of accounting.
3. Use book keeping.
4. Build entry in journal and ledger.

Design trial balance and final account.

List of Subjects:

1. Terminology:

- Book keeping.
- Transaction.
- Expenditure.
- Account.
- Business.
- Proprietor.
- Capital.
- Drawings.
- Purchases.
- Purchases return.
- Sales.
- Sales returns.
- Trade discount.
- Cash discount.
- Commission.
- Debtor.
- Creditor.
- Assets.
- Liabilities.
- Voucher.
- Journal.
- Posting.
- Ledger.
- Trail balance.
- Debit and credit.
- Trading A/C
- Profit and loss A/C
- Balance sheet.

2. Accounting:

- Job of accounting.
- Financial accounting.

3. Specialized Fields for Accounting:

- Job of accounting
- Financial accounting.
- Management accounting.
    a) Auditing.
    b) Cost accounting.
    c. Budgetary accounting.

1. Accounting Concepts & Conventions:

A) Concept:
   a. Entity concept.
   b. Periodicity concept.
   c. Going concern.
   d. Consistency concept.

B) How it should be recorded:

   a. Money measurement.
   b. Historical cost.
   c. Realization.
   d. Accruals.
   e. Duality.
   f. Trading account.

C) Convention:

   a. Prudence.
   b. Objectively.
   c. Stewardship.
   d. Going concern.
   e. Concept of materiality.
   f. Stable money concept

2. Book Keeping and Accounting Process:

   a. Double entry system.
   b. Posting according type of account.
      - Personal A/C
      - Nominal A/C
      - Real A/C

3. Assets and Liabilities:

   a. Capital.
   b. Revenue.
   c. Expenses.

4. Accounting Cycle:

a. Transaction.
b. Transaction should record in journal.
c. Posting.
d. Trail balance.
e. Required data should adjust in account.
f. Worksheet.
g. Financial statement.
h. Posting from journal to ledger.
i. Relevant posting in journal transfer to ledger.
j. Underline ledger account to transfer.
k. After closing of account in order of trail balance.

5. Journal:

a. Posting.
b. Form of ledger.
c. Trail balance.

6. Final Account:

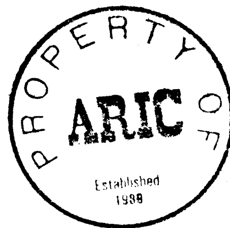
a. Trading account.
b. Balance sheet.
c. Formal balance sheet.
    - Liquidity order.
    - The order of performance.

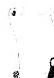
Contents of the Training Courses of AITM

(Afghan Development Training Center)

Peshawar

June 2001





TRAINING COURSES THAT AITM CONDUCTS ON REGULAR AND TAILOR-MADE BASIS

COURSES	**DURATION**
A. MANAGEMENT SKILLS:	
1. Program Management	2 weeks
2. Monitoring and Evaluation	2 weeks
3. Project Planning and Proposal Writing	1 week (6 days)
4. Report Writing	1 week
5. Leadership / Team Building	1 week
6. Business Management / Marketing	2 weeks
7. Accounting /Financial Management	2 weeks
8. Coordination / Cooperation	1 week
9. Warehouse Management	3 days
B. TRAINING SKILLS:	
1. Training of Trainers	3 weeks
2. Curriculum Design	2 weeks
C. EXTENSION SKILLS:	
1. Extension Worker Skills	1 week
2. Motivation Community Participation	1 week
3. Survey and Sampling	1 week
4. Participatory Rural Appraisal	2 weeks
5. Gender Training	1 week
6. Village Organization Leadership	3 days
7. Micro Credit and Enterprises	1 week
8. Agricultural Measurement and Calculation	1 week
D. HEALTH:	
1. Primary Health Care	3 weeks
2. Health Education	1 week
3. First Aid	1 week
E.LANGUAGE:	
- English Writing Skills	3 months

Management skills